

Vacancy Announcement
Librarian, Information Services Office (ISO)
Communications Policy & Design (CPD) Office
Federal Judicial Center
Washington, DC 20002-8003

The Federal Judicial Center is the federal courts' agency for research and continuing education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines its basic policies. The Information Services Office, drawing from a specialized collection of books, journals, and published and unpublished documents on the work of the federal courts, serves as a national source for information on federal judicial administration.

Duties and Responsibilities

The incumbent will manage the Center's law library and assist the Chief of Information Services in managing publications, the media library, and the FJC's special collection of materials on judicial administration; assist in managing the organization and classification of Center-produced resources and other content on the Center's websites on the Internet and the judiciary's intranet; and assist in distribution of the Center's print, audio, video, and other resources to federal judges, court staff and other judicial branch personnel, other government officials, foreign judges and judicial officials, researchers, academicians, lawyers, and the public. Specific duties include:

- Responding to information requests from Center staff, judges, and judicial support personnel; providing specialized information assistance to federal court librarians; performing in-depth literature searches in support of Center projects and programs; as time permits, responding to reference questions from individuals or organizations outside the federal judicial system.
- Managing the operation and maintenance of the Center's law library and related collections of materials on judicial administration. This includes: managing the integrated library system (ILS), selecting print and non-print information resources, including books, periodicals, media, and web-based; developing ISO collections with input from Center staff and in accordance with the Center's statutory role in the areas of research on judicial administration and education; coordinating acquisitions matters with publishers and other Center staff; managing cataloging of library collection utilizing bibliographic networks; managing interlibrary loan and circulation operations; and facilitating access to LEXIS, WESTLAW, and other electronic information services by Center staff.
- Assisting in maintaining FJC Online (judiciary intranet site), www.fjc.gov, and the Federal Judicial Television Network (FJTN) websites, including preparation of records for and updating document libraries for Center websites; development of standards for content and metadata for material to be added to websites.
- Supervising library staff; providing guidance or instruction as necessary to handle regular workload or undertake special projects.

- Assisting with the storage and distribution of Center publications, including shipments to newly-appointed judges.
- Assisting with the operation of the Center's media library, including developing and implementing policies and procedures for the organization and circulation of media materials.
- Performing all other administrative and supervisory duties normally associated with the effective management of a special library or information center.
- Directing all activities of the Information Services Office in the absence of the Chief of Information Services.

Qualifications

- Thorough understanding of information and library services to manage the operation of a Center-wide and judiciary-wide library and information center.
- A master's degree in information and/or library sciences (MLS) and at least 5 years of professional experience in information services or library operations is required (10 years or more of professional experience in information/library sciences may be considered in lieu of the degree).
- Comprehensive knowledge of bibliographic networks, including the Internet, and computer-assisted research.
- Knowledge of the federal judicial system, judicial administration, legal issues and concepts.
- Working knowledge of federal government budgeting, procurement, and personnel procedures and practices.
- Solid project management skills; sound verbal & written communication skills; strong attention to detail; high level of creativity; the ability to work independently and meet deadlines; strong people skills to deal effectively with problem-solving, brainstorming sessions, and strategy development; an eagerness to learn; and the motivation and ability to respond to multiple issues simultaneously.

Salary and Benefits

The starting salary for this position is \$80,292, but for the successful candidate who is not currently a member of the Center staff, a higher starting salary, but not to exceed \$84,307, may be considered based upon the successful candidate's qualifications, experience and current salary. This position falls in the FJC's payband V which has a salary range of \$80,292-\$136,630; however, not all incumbents can expect to reach the top of the range. If the successful candidate is an FJC staff member earning less than the starting range minimum, his/her salary will be brought up to the salary range minimum of \$80,292. If the successful FJC candidate's current salary falls above the range minimum, that salary will be matched up to the payband V maximum salary.

Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The Center

will consider a variety of flexible work arrangements for its employees including flextime and compressed schedules; partial telecommuting is also available on a case-by-case basis. The FJC is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

The position does not carry the tenure rights of positions in the competitive civil service and has a one-year probationary period.

Application Procedures

In a cover letter referring to Announcement #10-01, please indicate specifically how you satisfy the qualifications listed above. Applications without the required cover letter or with cover letters that do not address the mandatory and desirable qualifications will not be considered. Along with the cover letter, please include a current resume to:

Federal Judicial Center
ATTN: Human Resources Office, Room 6-190
Announcement #10-01
Thurgood Marshall Federal Judicial Building
One Columbus Circle, NE
Washington, DC 20002-8003

To receive full consideration, please submit your application to the Human Resources Office by close of business February 24, 2010. Please refer to Announcement #10-01 on your application.

The Federal Judicial Center is an Equal Opportunity Employer